

STATOTHR

DECLASS REVIEW by NIMA/DOD

15 May 1962

Central Intelligence Agency
2430 "E" Street, N. W.
Washington 25, D. C.

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Attention: [REDACTED]
Contracting Officer

Gentlemen:

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During the past twelve months we have had the opportunity to furnish the services of a full-time qualified Field Engineer to maintain certain data reduction equipments installed at your facility under [REDACTED]. This contract will expire on 30 June 1962.

Therefore, we are submitting our proposal for renewal of the referenced contract for the period 1 July 1962 through 30 June 1962. Our proposal is based on furnishing the services of a fully qualified Field Engineer for routine preventive maintenance, emergency repair service, operator training, and etc., as necessary to ensure optimum performance on a continuing basis of Government-owned equipment located at your facility.

The services to be furnished shall be provided during the normal eight (8) hour working day. However, if required, our Field Engineer shall be available for overtime service at the Call-In Time rates specified when so requested by the technical representative of the Contracting Officer.

We shall also be prepared to furnish back-up support to our assigned Field Engineer by compiling a technical library of manufacturers' instruction manuals and shall develop routine preventive maintenance procedures complete with check lists to perform maintenance services on the above mentioned Government owned equipment.

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Washington 25, D. C.

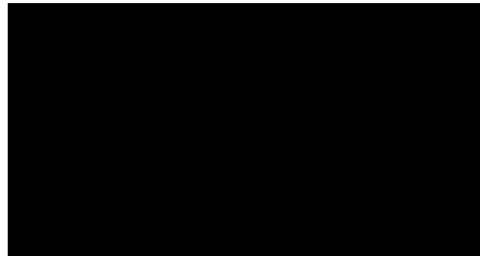
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Our cost proposal is attached hereto.

We trust that this information will enable you to evaluate our proposal and permit us to continue rendering service to your complete satisfaction. If you have any questions, please do not hesitate to contact us.

Sincerely,

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TC:ns

Attachment

cc:

Post Office Box 974
Washington 4, D. C.

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